

## **Attachment A**

### **STATEMENT OF WORK**

**Program Title: NASA Export Control Program – Export Control Awareness Training**

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**Program Office: Office of International and Interagency Relations**

**Date: 2015**



National Aeronautics and Space Administration

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### 1.0 Background

The National Aeronautics and Space Administration (NASA) Office of International and Interagency Relations (OIIR) manages the NASA Export Control Program by ensuring compliance with U.S. laws and regulations, providing policy guidance, and representing the Agency on interagency working groups dealing with international technology transfer, nonproliferation, and export control. OIIR also conducts outreach and training on U.S. export control laws and regulations to NASA programs and Centers.

### 2.0 Objectives

Consistent with the recommendations from the National Academy for Public Administration review of NASA's Foreign National Management and Export Control Programs, NASA is developing an effective, standardized training program for educating NASA employees who need to understand U.S. export regulations. Part of that program requires a standardized awareness training to be delivered to the widest possible audience at each Center and at NASA Headquarters.

### 3.0 Scope

The Contractor shall develop an export control training class, providing an overview of and instruction in U.S. export control laws and regulations, *as they pertain to NASA and its programs*. Each class will be at least two hours in duration, and will include time for questions, as well as a 15-minute supplement of additional NASA-specific input delivered by a Federal employee. The Contractor will deliver this class at NASA Headquarters and Centers located around the country, scheduling four sessions over a two-day period. NASA will provide the venue and all audio-video equipment. The Contractor will work with OIIR to develop training materials in PowerPoint and

other appropriate formats. These materials will ultimately be made available to NASA employees via a NASA-provided website. The Contractor will not be required to produce hardcopies of the training materials as handouts during these sessions.

#### 4.0 Requirements

Develop export control awareness training class material that introduces the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR) *as they apply to NASA programs*. This class should be at least 2 hours in duration and will include time for questions and a 15-minute supplement of additional NASA-specific input delivered by a Federal employee. The Contractor will work with OIIR to develop class materials in PowerPoint and other appropriate formats. These materials will ultimately be made available to NASA employees via a NASA-provided website. The Contractor will not be required to produce hardcopies of the training materials as handouts during these sessions.

Deliver four export control awareness training classes (two classes per day) at NASA Headquarters Washington, D.C., and the following NASA Centers:

Armstrong Flight Research Center  
Edwards AFB, CA

Ames Research Center  
Moffett Field, CA

Glenn Research Center  
Cleveland, OH

Goddard Flight Research Center  
Greenbelt, MD

Johnson Space Center  
Houston, TX

Kennedy Space Center  
Merritt Island (Titusville), FL

Langley Research Center  
Hampton, VA

Marshall Space Flight Center  
Huntsville, AL

Stennis Space Center  
Gulfport, MS

Optional Requirement: Deliver two export control awareness training class at the following NASA locations:

Wallops Flight Research Center

Wallops Island, VA

Michoud Assembly Facility  
New Orleans, LA

White Sands Test Facility  
Las Cruces, NM

Plum Brook Station  
Sandusky, OH

Independent Validation and Verification Center  
Fairmont, WV

Goddard Institute for Space Studies  
New York City, NY

Quote price for developing training materials and the delivery of the training at the required locations.  
Quote price for optional locations separately.

## **5.0 Deliverables**

The Contractor shall deliver the following:

- Export Control Awareness Class materials in PowerPoint format; video and other media may be used to supplement the principal format.
- Four training sessions at NASA Headquarters and each required Center.
- Two training sessions at each identified optional location (subject to availability of funds)

## **6.0 Government-Furnished Property, Material, Equipment, or Information (GFP, GFM, GFE, or GFI)**

NASA will provide electronic copies of NASA Procedural Requirements (NPR) 2190.1 that describes the Export Control Program; electronic copies of the NASA Export Control Operations Manual; electronic copies of existing export control training materials for reference; all needed audio-visual equipment for the conduct of the training sessions; and a website for the posting of electronic copies of the Contractor-provided export control training materials.

## **7.0 Security**

The Contractor will be required to access NASA facilities, meet all requirements contained in NASA Security Program Procedural Requirements (NPR) 1600.4, and provide necessary identity information for all personnel seeking access.

**8.0 Travel**

The Contractor must identify all travel costs.

**9.0 Special Material Requirements**

None

**10.0 Other Unique Requirements**

None

**11.0 Place of Performance**

The place of performance shall be located at the Contractors facility and at NASA Headquarters, Centers, and locations identified above.

**12.0 Period of Performance**

Duration not to exceed 12 months from award.